

Tips when using Odyssey File and Serve – 2nd Judicial District

NOTE: all fields in red are required fields

Enter the details for the new case:

Location

Select a location:

Ramsey County Civil

District you want to file in

Case Category

Select a case category:

CV - Civil

Division you want to file in

Case Type

Select a case type:

-- Select --

Select the Case Type that best describes the type of case you are filing. Note: Court staff may change the case type if it is incorrect.

Enter the details for the involved parties for this case:

Plaintiff

Select whether the party is a person or company then enter name, address, and phone details.

☒ Person ☐ Company

First Name *

Middle Name

Last Name *

Glenn

Scott

Address

156 Cleveland Avenue South

City

State

Zip Code

Saint Paul

MN

55116

Area

Prefix

Number

Ext.

Filer ID Number

Add Additional Plaintiff

When typing in party names and addresses:

- Spell names correctly
- Names should match the name on the filed documents
- Use legal business name for companies
- Use upper and lower case
- Fully spell out entire address

Defendant

Select whether the party is a person or company then enter name, address, and phone details.

☐ Person ☒ Company

Company Name *

AB Incorporated

Address

8564 West Seventh Street

City

State

Zip Code

Saint Paul

MN

55102

Area

Prefix

Number

Ext.

Filer ID Number

Add Additional Defendant

When typing in party names and addresses:

- Please do not use punctuation
- Unless specifically instructed by court staff, leave Filer ID Number blank

Add as many Plaintiffs and Defendants as necessary. If no address is available, please leave those fields blank (do not add firm address in place of party address).

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Please enter details for filing #1:

Filing Code

Select the filing type for this document:

SUMMCOMPL - Summons and Complaint

Select the code that best describes the document you are filing. This appears in MNCIS as part of the court record, so court staff may change this field to better match the document that is being filed.

Additional Filing Description

Insert additional information to add to the Filing Code chosen above:

Example -- If selecting "Aff - Affidavit" as the Filing Code, enter "of Service" below.

with demand for jury

Add info that helps describe the document. This comment will display in MNCIS and may be changed by the Court.

- This is a required field.
- EG: "Who" for affidavits or service, "and exhibits" or "mailed on".
- If you are filing a TRO, or emergency document please note that in this field.

Fee Schedule

Select one or more fee schedules (hold down your Ctrl key to select multiple):

EXECUTION - Writs of Execution (\$55)
FAXFEE - Facsimile Less than 50 pgs (\$25)
FILEFEE - Civil Filing Fee (\$320)
FOREIGN - Jdg Forgn/Confs to \$7500 (\$70)
JURY - Jury Fee (\$100)
MOTION - Motion/Response Fee (\$100)

Filing Comments

Enter any comments about this filing for the reviewer and/or for your own records.

Enter any comments for review by court clerk only.

WARNING: IF FEE AMOUNT IS INCORRECT- YOUR FILING WILL BE REJECTED. If uncertain, call Civil Filing at 651-266-8275 to determine appropriate amount.

Reference Number

Enter an identification number that you or your firm will use to cross-reference this filing:

for internal firm use only

"Cover letter": This is not a required field, please add any information for court staff view only.

- Special instructions for judge assignment
- Companion cases, if any
- Case number of any prior cases involving same party
- Additional info that you want the filing clerk to know

Add Another Filing ++

For use to identify the case within your firm

You may add as many filings as necessary. Please separate filings out by specific documents.

- Summons and Complaint (Filing #1)
- Certificate of Representation (Filing #2)
- Informational Statement (Filing #3)

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Please enter the details for this envelope:

Filing Attorney

Select the filing attorney (from your firm):

Payment Account

E-file payment & filing fees will be taken from account selected:

 

Courtesy Copies

Enter a list of email addresses to be sent courtesy copies, comma separated:

This can be used to send a copy to your client, to the assigned judge or anyone else you choose to send a copy of your document.

Note: This is delivered upon acceptance by the court unless using "Serve Only" option on subsequent documents (sent when you submit envelope).

Note: All documents must be in one of the following formats:

- Adobe PDF
- Microsoft Word (DOC, DOCX)
- Word Perfect (WPD)
- Tagged Image File (TIF, TIFF)
- ASCII Text (TXT)

Filing #1:

Lead Document

Browse...

Document Security

Add Attachment

Attachments are considered part of a filing (separate security level may be selected).

- Exhibits attached to a Memorandum
- Affidavit of Service attached to a Summons and Complaint

- Attach with same process commonly used for e-mail attachments.
- Make sure your documents are signed and notarized.
- Check to ensure the document is for the correct case.

Select Public unless there is a Statute or Rule that allows the document to be confidential. A document maybe submitted as Sealed if an order sealing the particular document is also being filed (add as attachment).

Clicking the following button will submit your filing to the court.

Upload files and submit envelope

Note that it may take several minutes for this to complete if you are uploading one or more large documents and/or are on a relatively slow internet connection.

Select when filing is complete.

For Initial Filings:

- File with the Court

For Subsequent Filings:

- File with the Court
- File with the Court and Serve upon acceptance
- Serve Only

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Rejecting documents

Submissions will only be rejected by the court for the following reasons:

- Missing or incorrect fees
- Incorrect venue (including division)
- Subsequent document E-filed in wrong case number

Other Questions

Please view our Website for:

- Updated information
- 2nd District Specific training opportunities
- File and Serve User Materials

<http://www.mncourts.gov/district/2/efile>